



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 SCHOOL FINANCE SECTION
 DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES
 P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

REQUEST FOR CERTIFICATED SALARY SINGLE YEAR EXEMPTION/WAIVER OF PENALTY

District Name _____ **County-District Code** _____ **Subject Year** _____

To request an exemption /waiver, a district must provide a detailed explanation on this form explaining why the exemption /waiver is appropriate. Attach additional documentation as needed. Requests for an exemption/waiver for a specific school year will not be considered until full documentation has been received from the requesting district. Minimum required documentation concerning this request is as follows:

1. Specific reasons or conditions that occurred in the district in the subject year that were beyond the control of the district or beyond the ability of the district to plan or budget for at the beginning of the fiscal year. Be very specific. Generalized observations cannot be used to support a request for single year exemption or waiver.
2. A summary of the local board's process for determining expenditures, how the expenditures fit the goals of the district's Comprehensive School Improvement Plan, and the impact on the district's goals and students if the district is required to pay a penalty due to noncompliance with certificated salary requirements.
3. Evidence, methods described below, of notification of the district's certificated staff of the district's intent to request an exemption/waiver of penalty for non-compliance with subject year certificated salary percentage. The State Board shall consider comments from the certificated staff when reviewing the exemption or revision request.

A district requesting a Single Year Exemption/Waiver of Penalty must notify certificated staff of its intent by one of the following methods. Indicate how this notification was provided and enclose copies of notification.

- ____ A letter was provided to the president of each local teacher organization.
 ____ A notice was posted in every teacher lounge in every building.
 ____ A notice was placed in each certificated staff mailbox in the district's buildings.
 ____ A notice was mailed to the home address of each certificated staff member.

SUPERINTENDENT SIGNATURE _____ DATE _____